



**MONROE COUNTY PLANNING DEPARTMENT
AFFORDABLE AND/OR EMPLOYEE HOUSING APPLICATION
FOR DEVELOPERS/BUILDERS, PRIVATE OWNERS**

Application Date: _____

Permit Application No. _____

Current Property Owner Name(s): _____

Current Mailing Address: _____

Phone: (H) _____ **(W)** _____

Cell Phone: _____ **Email Address:** _____

Property Address of Affordable Housing Unit: _____

Lot(s): _____ **Block:** _____ **Subdivision:** _____

Key (Island): _____ **Plat Book** _____ **Page** _____

Real Estate Number(s): _____; _____; _____;

(If legal description is metes and bounds, attach a separate sheet and label as Attachment 'A')

Project details: Please provide the following information. Attach a separate sheet if needed.

What is the total number of housing units in the proposed development? _____

Is the proposed development subject to Inclusionary Housing requirements? Yes _____ No _____

If yes, please indicate how many affordable housing units are required for the project: _____

Is/has the proposed development seeking/been approved for a density bonus? Yes _____ No _____

If yes, please indicate how many units the density bonus provides _____. How many will be
affordable units _____ market rate units _____.

Is the proposed development seeking a waiver of building permit fees? Yes _____ No _____

If yes, please attach a copy of the Application for Building Permit Fees Waiver/Exemption

How will the proposed development be funded? Private bank dollars only _____; Federal/State/Local
Govt Funding _____; Combination of the Private & Govt. _____

Please indicate the professional property management company hired to manage income screening
and lease up for the property: _____

Please indicate the number of ROGO allocations being requested by income category for this project:

of Very Low Income/Low Income/Median Income _____ # of Moderate Income _____

Indicate the number of units by income (maximum percent) your project will serve for each category below based on project funding type.

Low Income Housing Tax Credit Funding

Extremely Low-25% _____ units

Very Low- 30-50% _____ units

Low -60-80% _____ units

Moderate-81-150% _____ units

If your project is solely funded with non-govt funds, please enter the units below.

Very Low 50% _____ units

Low 50% _____ units

Median 100% _____ units

Moderate 120% _____ units

Moderate 160% (for-sale) _____ units

Indicate the corresponding maximum rent rates the project will charge for each income category by bedroom size: Attach a Proposed Annual Rent Schedule.

Include the following information at a minimum:

For Low Income Housing Tax Credit Funded Developments

Extremely Low-25%, 1 bedroom rent= _____; 2 bedroom rent = _____ 3 bedroom rent = _____

Very Low- 30-50%, 1 bedroom rent= _____; 2 bedroom rent= _____ 3 bedroom rent = _____

Low -60-80%, 1 bedroom rent= _____; 2 bedroom rent= _____ 3 bedroom rent= _____

Moderate-81-150%, 1 bedroom rent= _____; 2 bedroom = _____ 3 bedroom rent= _____

For Developments Funded without Low Income Housing Tax Credit funding

Very Low- 50%, 1 bedroom rent= _____; 2 bedroom rent= _____ 3 bedroom rent = _____

Low -80%, 1 bedroom rent= _____; 2 bedroom rent= _____ 3 bedroom rent= _____

Median -100%, 1 bedroom rent= _____; 2 bedroom = _____ 3 bedroom rent= _____

Moderate-120%, 1 bedroom rent= _____; 2 bedroom = _____ 3 bedroom rent= _____

Moderate 160% (for-sale), 1 bedroom rent= _____; 2 bedroom = _____ 3 bedroom rent= _____

Will this project reserve housing units for Monroe County workforce members earning 70% or more of their income in Monroe County? Yes_____ No_____

Will this project have a priority for essential services personnel i.e. police, fire, teachers, health care, public employees? Yes _____ No _____

Will this project include vacation rentals or tourist housing? Yes_____ No _____

Required Submittals:

- 1) Copy of current Property Record Card and Warranty Deed for the property.
 - 2) Commitment Letter(s) from the agency(ies) providing financing.
 - 3) Completed Affordable Housing Deed Restriction is required for vacant land proposed to have an Affordable Housing Deed Restriction. A sample deed restriction is attached to the application. The deed restriction will need to be tailored for the specific project. If more than one residential unit on site, then a site plan will be required showing locations of each residential unit. Additionally, each unit will need to be identified with the Building Permit Application Number, Address, Unit Number and the Number of Bedrooms. If an approved deed restriction is recorded in the Monroe County Public Records for above specified Building Permit Application then attach a copy of the recorded document or Monroe County Lease Affidavit.
 - 4) If the property is subject to a lease with Monroe County, then the applicant will need to submit a complete copy of the lease or submit an Affidavit signed by all required parties indicating they are familiar with all lease requirements and amendments to said lease.
 - 5) If the property ownership is a corporation/entity, provide a copy of the corporation/entity documents certifying who all authorized signers able to submit all documents required in conjunction with this application on its behalf.
 - 6) Other documents may be requested to clarify questions in review.
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ACKNOWLEDGEMENT & CERTIFICATION

I certify that I am familiar with the information contained in this application, and such information is true, complete and accurate. I/We understand that the residential unit is for permanent housing and is not a vacation home rental. Tourist housing use or vacation rental use of affordable housing units is prohibited.

The Developer affirms by signing below that they will either sell or rent the residential unit(s) to future occupant(s) who will submit an application(s) as a household to the County to have qualification determined. Developer is confirming they are proposing to develop a total of _____ residential unit(s) to be deed restricted;

1) _____
(Signature of Applicant) (Date)

(Print Name of Applicant above)

2) _____
(Signature of Applicant) (Date)

(Print Name of Applicant above)

3) _____
(Signature of Applicant) (Date)

(Print Name of Applicant above)

4) _____
(Signature of Applicant) (Date)

(Print Name of Applicant above)

STATE OF _____
COUNTY OF _____

The foregoing instrument, Affordable Housing Application, was acknowledged before me this _____ day of _____, 20____, by _____, who is/are personally known to me or produced _____ as proof of identification and did take an oath.

Notary Public (Print Name)

Notary Public (Signature)

Important Instructions:

- Answer all questions on the application form. Do not leave any questions blank. If the question does not apply to you write “none”, “N/A” or “unknown at this time”. All yes/no questions must be checked to indicate whether your response is a “yes” or “no”.
- Incomplete applications will not be processed and will be returned to the applicant. If you make a mistake on your application, please fill out another form. Application with any information crossed out or altered will not be accepted. Only original applications are accepted. Please make sure all information is legible.
- If there is not enough space to answer a particular question or to provide any additional explanation then attach a separate sheet and label as “Attachment ____”.
- Use full legal names of applicants.
- The information you provide on this application must be true and complete. It is a violation of law to make false statements.